



***ROANOKE CITY COUNCIL
REGULAR SESSION***

***FEBRUARY 2, 2004
9:00 A.M.***

***EMERGENCY OPERATIONS CENTER
CONFERENCE ROOM***

AGENDA

Call to Order--Roll Call.

A communication from Mayor Ralph K. Smith requesting that Council convene in a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

P 10

A communication from the City Manager requesting that Council convene in a Closed Meeting to discuss acquisition of real property for a public purpose, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3), Code of Virginia (1950), as amended.

P 11

A communication from the City Manager requesting that Council convene in a Closed Meeting to discuss disposition of publicly-owned property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3), Code of Virginia (1950), as amended.

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Items listed on the 2:00 p.m. Council docket requiring discussion/clarification; and additions/deletions to the 2:00 p.m. docket. (15 minutes)

Topics for discussion by the Mayor and Members of Council. (15 minutes)

- Liaison Committee Assignments

Briefings:

- Housing Design Competition - 20 minutes
- Zoning Update - 5 minutes

THE BUDGET AND PLANNING COMMITTEE WILL MEET AT 1:00 P.M., IN ROOM 159, NOEL C. TAYLOR MUNICIPAL BUILDING.

THE COUNCIL MEETING WILL BE DECLARED IN RECESS TO BE RECONVENED AT 2:00 P.M., IN THE CITY COUNCIL CHAMBER, FOURTH FLOOR, NOEL C. TAYLOR MUNICIPAL BUILDING.



***ROANOKE CITY COUNCIL
REGULAR SESSION***

***FEBRUARY 2, 2004
2:00 P.M.***

CITY COUNCIL CHAMBER

AGENDA

1. Call to Order--Roll Call.

The Invocation will be delivered by The Reverend Peter M. Watts, Pastor, Roanoke Seventh Day Adventist Church.

The Pledge of Allegiance to the Flag of the United States of America will be led by Mayor Ralph K. Smith.

Welcome. Mayor Smith.

NOTICE:

Meetings of Roanoke City Council are televised live on RVTV Channel 3. Today's meeting will be replayed on Channel 3 on Thursday, February 5, 2004, at 7:00 p.m., and Saturday, February 7, 2004, at 4:00 p.m. Council meetings are now being offered with closed captioning for the hearing impaired.

ANNOUNCEMENTS:

THE PUBLIC IS ADVISED THAT MEMBERS OF COUNCIL RECEIVE THE CITY COUNCIL AGENDA AND RELATED COMMUNICATIONS, REPORTS, ORDINANCES AND RESOLUTIONS, ETC., ON THE THURSDAY PRIOR TO THE COUNCIL MEETING TO PROVIDE SUFFICIENT TIME FOR REVIEW OF INFORMATION. CITIZENS WHO ARE INTERESTED IN OBTAINING A COPY OF ANY ITEM LISTED ON THE AGENDA MAY CONTACT THE CITY CLERK'S OFFICE, ROOM 456, NOEL C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, S. W., OR CALL 853-2541.

THE CITY CLERK'S OFFICE PROVIDES THE MAJORITY OF THE CITY COUNCIL AGENDA ON THE INTERNET FOR VIEWING AND RESEARCH PURPOSES. TO ACCESS AGENDA MATERIAL, GO TO THE CITY'S HOMEPAGE AT WWW.ROANOKEGOV.COM, CLICK ON THE ROANOKE CITY COUNCIL ICON, CLICK ON MEETINGS AND AGENDAS, AND DOWNLOAD THE ADOBE ACROBAT SOFTWARE TO ACCESS THE AGENDA.

ALL PERSONS WISHING TO ADDRESS COUNCIL ARE REQUESTED TO REGISTER WITH THE STAFF ASSISTANT WHO IS LOCATED AT THE ENTRANCE TO THE COUNCIL CHAMBER. ON THE SAME AGENDA ITEM, ONE TO FOUR SPEAKERS WILL BE ALLOTTED FIVE MINUTES EACH, HOWEVER, IF THERE ARE MORE THAN FOUR SPEAKERS, EACH SPEAKER WILL BE ALLOTTED THREE MINUTES.

ANY PERSON WHO IS INTERESTED IN SERVING ON A CITY COUNCIL APPOINTED AUTHORITY, BOARD, COMMISSION OR COMMITTEE IS REQUESTED TO CONTACT THE CITY CLERK'S OFFICE AT 853-2541, OR ACCESS THE CITY'S HOMEPAGE AT WWW.ROANOKEGOV.COM, TO OBTAIN AN APPLICATION.

2. PRESENTATIONS AND ACKNOWLEDGMENTS:

Distinguished Budget Presentation Award in Governmental Budgeting.

Proclamation declaring February 2004, as Love Your Library Month.

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3. CONSENT AGENDA

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE MEMBERS OF CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF DISCUSSION IS DESIRED, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

- C-1 A communication from the City Manager requesting that Council schedule a public hearing for Tuesday, February 17, 2004, at 7:00 p.m., or as soon thereafter as the matter may be heard, to authorize conveyance of an easement to Appalachian Power Company at the Roanoke Academy for Mathematics and Science.

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RECOMMENDED ACTION: Concur in the request.

- C-2 A communication from the City Manager requesting that Council schedule a public hearing for Tuesday, February 17, 2004, at 7:00 p.m., or as soon thereafter as the matter may be heard, to authorize a revocable encroachment into a public right-of-way at 105 Jefferson Street, S. W.

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RECOMMENDED ACTION: Concur in the request.

C-3

Qualification of the following persons:

Sheri Bernath as a City Representative to the Blue Ridge Behavioral Healthcare Board of Directors, for a term ending December 31, 2006;

Barbara A. Botkin as a member of the Architectural Review Board, for a term ending October 1, 2006; and

Jane R. Conlin as a member of the Human Services Committee, for a term ending June 30, 2004; and as a member of the Roanoke Valley Juvenile Detention Center Commission, for a term ending June 30, 2006.

RECOMMENDED ACTION: Receive and file.

REGULAR AGENDA

4. PUBLIC HEARINGS: NONE.

5. PETITIONS AND COMMUNICATIONS: NONE.

6. REPORTS OF OFFICERS:

a. CITY MANAGER:

ITEMS RECOMMENDED FOR ACTION:

1. Approval of a special policy to pay military reservists called to active duty and serve between October 1, 2003 and September 30, 2004.

P 16; R 18

2. Amendment to the City Code to reflect recent updates to the Virginia Statewide Fire Prevention Code.

P 20; O 22

3. Acceptance of Fiscal Year 2004 Fire Programs Grant funds, in the amount of \$127,202.00.

P 27;
B/O 29;
R 30

4. Appropriation of funds with regard to the Roanoke Passenger Station Renovation Project.

P 31;
B/O 33

5. Approval of a revocable license for installation of an awning sign at 616 Jefferson Street, S. E.

P 34;
O 41

b. CITY CLERK:

1. Notice of expiration of the three-year term of office of Ruth C. Willson; and expiration of the term of office of Alvin L. Nash, to fill the unexpired term of Melinda J. Payne, as Trustees of the Roanoke City School Board on June 30, 2004. Applications for the vacancies will be received in the City Clerk's Office until 5:00 p.m., on Wednesday, March 10, 2004.

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c. DIRECTOR OF FINANCE:

1. Financial Report for the month of December 2003.

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7. REPORTS OF COMMITTEES: NONE.

8. UNFINISHED BUSINESS: NONE.

9. INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS: NONE.

10. MOTIONS AND MISCELLANEOUS BUSINESS:

- a. Inquiries and/or comments by the Mayor, Vice-Mayor and Members of City Council.
- b. Vacancies on certain authorities, boards, commissions and committees appointed by Council.

11. HEARING OF CITIZENS UPON PUBLIC MATTERS:

CITY COUNCIL SETS THIS TIME AS A PRIORITY FOR CITIZENS TO BE HEARD. MATTERS REQUIRING REFERRAL TO THE CITY MANAGER WILL BE REFERRED IMMEDIATELY FOR RESPONSE, RECOMMENDATION OR REPORT TO COUNCIL.

12. CITY MANAGER COMMENTS:

CERTIFICATION OF CLOSED SESSION.

THE CITY COUNCIL MEETING WILL BE DECLARED IN RECESS UNTIL TUESDAY, FEBRUARY 10, 2004, AT 12:00 NOON AT THE ROANOKE COUNTY ADMINISTRATION CENTER, FOURTH FLOOR CONFERENCE ROOM, 5204 BERNARD DRIVE, S. W., FOR A JOINT MEETING OF ROANOKE CITY COUNCIL AND THE ROANOKE COUNTY BOARD OF SUPERVISORS, TO CONTINUE DISCUSSIONS REGARDING THE PROPOSED WESTERN VIRGINIA WATER AUTHORITY.

***MOTION AND CERTIFICATION
WITH RESPECT TO
CLOSED MEETING***

FORM OF MOTION:

I move, with respect to any Closed Meeting just concluded, that each member of City Council in attendance certify to the best of his or her knowledge that (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (2) only such public business matters as were identified in any motion by which any Closed Meeting was convened were heard, discussed or considered by the members of Council in attendance.

PLEASE NOTE:

1. The forgoing motion shall be made in open session at the conclusion of each Closed Meeting.
2. Roll call vote included in Council's minutes is required.
3. Any member who believes there was a departure from the requirements of subdivisions (1) and (2) of the motion shall state prior to the vote the substance of the departure that, in his or her judgement, has taken place. The statement shall be recorded in the minutes of City Council.



RALPH K. SMITH
Mayor

CITY OF ROANOKE
OFFICE OF THE MAYOR

215 CHURCH AVENUE, S.W., ROOM 452
ROANOKE, VIRGINIA 24011-1594
TELEPHONE: (540) 853-2444
FAX: (540) 853-1145

February 2, 2004

The Honorable Vice-Mayor and Members
of the Roanoke City Council
Roanoke, Virginia

Dear Members of Council:

This is to request a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

Sincerely,

A handwritten signature in black ink, appearing to read "Ralph K. Smith". The signature is stylized with a large, sweeping "R" and "S".

Ralph K. Smith
Mayor

RKS:snh



**CITY OF ROANOKE
OFFICE OF THE CITY MANAGER**

Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364
Roanoke, Virginia 24011-1591
Telephone: (540) 853-2333
Fax: (540) 853-1138
CityWeb: www.roanokegov.com

February 2, 2004

The Honorable Mayor and Members
of City Council
Roanoke, Virginia

Subject: Request for closed meeting

Dear Mayor Smith and Council Members:

This is to request that City Council convene a closed meeting to discuss the acquisition of real property for a public purpose, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the City, pursuant to §2.2-3711.A.3, of the Code of Virginia (1950), as amended.

Sincerely,

A handwritten signature in black ink, reading "Darlene L. Burcham". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Darlene L. Burcham
City Manager

DLB/f

c: William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Mary F. Parker, City Clerk



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February 2, 2004

The Honorable Mayor and Members
of City Council
Roanoke, Virginia

Subject: Request for closed meeting

Dear Mayor Smith and Council Members:

This is to request that City Council convene a closed meeting to discuss the disposition of publicly-owned property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to §2.2-3711.A.3, Code of Virginia (1950), as amended.

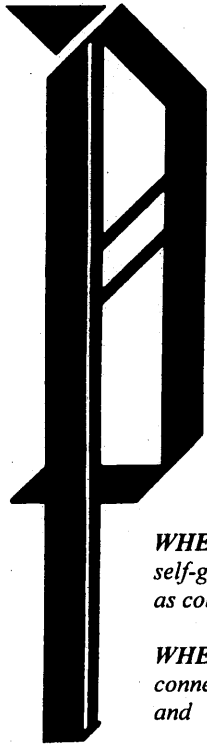
Sincerely,

A handwritten signature in black ink, reading "Darlene L. Burcham". The signature is fluid and cursive, with the first name "Darlene" and last name "Burcham" clearly distinguishable.

Darlene L. Burcham
City Manager

DLB/f

c: William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Mary F. Parker, City Clerk



Office of the Mayor

CITY OF  ROANOKE

Proclamation

WHEREAS, libraries enable individuals to make informed decisions about their self-governance by promoting unrestricted access to information and by serving as community centers for lifelong learning; and

WHEREAS, in a world undergoing constant change, libraries provide enduring connections to the past and future of our communities, nations, and civilizations; and

WHEREAS, the expansion of electronic networks linking libraries and their resources makes possible better and more easily accessible information for library users around the world; and

WHEREAS, libraries provide entry to important research about health, economics, housing, the environment and countless other areas to support better living conditions and to help people lead longer, more productive and fulfilling lives; and

WHEREAS, libraries support a competitive workforce with basic literacy programs, computers and other resources to help children and adults learn to find, evaluate and use information they need for their jobs, health, education and other needs; and

WHEREAS, many libraries offer pre-school storyhour and summer reading programs to encourage children to begin a habit of reading that will serve to benefit their personal and professional lives; and

WHEREAS, last year, 430,000 people and 51,880 library card holders benefited from the services, programs and collections of Roanoke Public Libraries.

NOW, THEREFORE, I, Ralph K. Smith, Mayor of the City of Roanoke, Virginia, urge all citizens to visit Roanoke Public Libraries and "thank a librarian" for making this unique and wonderful institution possible and, do hereby proclaim February 2004, throughout this great All-America City, as

LOVE YOUR LIBRARY MONTH.

Given under our hands and the Seal of the City of Roanoke this thirtieth day of January in the year two thousand and four.

ATTEST:

Mary F. Parker
City Clerk



Ralph K. Smith
Mayor



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February 2, 2004

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Conveyance of Easement to Appalachian
Power Company at Roanoke Academy for
Mathematics and Science

Pursuant to the requirements of the Virginia Code, the City of Roanoke is required to hold a public hearing on the proposed conveyance of property rights. This is to request that a public hearing be advertised on the above matter for Council's regular meeting to be held on Tuesday, February 17, 2004. A full report will be included in the February 17, 2004, agenda material for your consideration.

Respectfully submitted,

A handwritten signature in black ink, reading "Darlene L. Burcham".

Darlene L. Burcham
City Manager

DLB/SEF

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Sarah E. Fitton, Engineering Coordinator



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Honorable Alfred T. Dowe, Jr., Council Member
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Encroachment into Public
Right-of-Way – Awning at 105
S. Jefferson Street -Tax No.
1011124

Pursuant to the requirements of the Virginia Code, the City of Roanoke is required to hold a public hearing on proposed encroachments into public right-of-way. This is to request that a public hearing be advertised on the above matter for Council's regular meeting to be held on Tuesday, February 17, 2004. A full report will be included in the February 17, 2004, agenda material for your consideration.

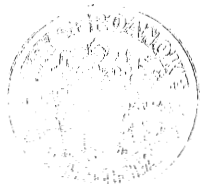
Respectfully submitted,

A handwritten signature in cursive script, reading "Darlene L. Burcham".

Darlene L. Burcham
City Manager

DLB/SEF

c: William M. Hackworth, City Attorney
Mary F. Parker, City Clerk
Jesse A. Hall, Director of Finance
Sarah E. Fitton, Engineering Coordinator



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February 2, 2004

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
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Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr. Council Member
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Special Military Leave Pay

Background:

Military leave at full pay is limited to fifteen work days per federal fiscal year for employees of the City of Roanoke who are military reservists called to active duty. City Council approved Special Military Pay on November 5, 2001, to provide supplemental pay for military reservists called to active duty related to the war on terrorism. This special council action was effective through September 30, 2003, and benefited eight City employees called from reserves to active duty. These employees received a total of \$30,290 in supplemental pay as a result of City Council's action. There are forty reservists in twelve departments within the City of Roanoke full time employment.

Recommended Action:

Approve special policy to pay military reservists who are called to active duty and serve between October 1, 2003 and September 30, 2004 the difference between their military base pay (including any other related compensation received from the military) and pay with the City of Roanoke in their current job. Covered employees would be those reservists who are called to active duty related to our country's war on terrorism subsequent to the employee's employment with the City of Roanoke. This supplemental pay will be provided upon request and with necessary documentation to the Department of Human Resources.

Respectfully submitted,

Darlene L. Burcham
City Manager

DLB:bka

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Kenneth S. Cronin, Director of Human Resources

CM04-0031

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION authorizing payment of supplementary compensation and restoration of certain benefits to employees who are called to active military duty and serve between October 1, 2003 and September 20, 2004.

BE IT RESOLVED by the Council of the City of Roanoke that:

1. The City shall pay, upon request, to any City employee who, between October 1, 2003, and September 30, 2004, is called to active duty related to our country's war on terrorism, subsequent to that employee's employment with the City, a supplement equal to the difference between regular City salary and military base pay plus any other compensation received for such service. This supplement shall not be paid for any days that regular City salary must be paid to such employees. Employees shall provide the Department of Human Resources with the necessary documentation to establish their eligibility for the supplement.

2. Any City vacation or paid leave used by such employees during active duty related to our country's war on terrorism shall be restored.

3. Each such employee shall be deemed to have earned City vacation, paid and extended illness leave for the period of such active duty in the same manner as if such employee had remained in service with the City.

4. For each such employee who returns to service with the City within seven (7) working days of the conclusion of such active military duty, the City shall pay the City portion of the health and dental benefit premiums necessary to provide coverage for the employee effective upon the date of return to service with the City.

ATTEST:

City Clerk.



CITY OF ROANOKE OFFICE OF THE CITY MANAGER

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February 2, 2004

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable Dr. M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Amendment to City Code
Regarding Adoption of
Virginia Statewide Fire
Prevention Code

Background:

Effective October 1, 2003, the Virginia Department of Housing and Community Development adopted the 2000 Edition of the Virginia Statewide Fire Prevention Code (SFPC) for the purpose of establishing minimum regulations to govern the enforcement of fire codes for buildings and structures. The provisions of the SFPC are based on nationally recognized model fire prevention codes published by the International Code Council, Inc., and are made part of the SFPC by reference. The SFPC also contains administrative provisions governing the use of the model codes and establishing requirements for the enforcement of the code by the local fire departments and other code agencies.

Considerations:

Amending the Code of the City of Roanoke will reflect in the City Code the recent amendments to the Virginia Statewide Fire Prevention Code, by referring to the updated code sections that were adopted by the State, and which are enforced at the local level.

Recommended Action:

City Council adopt an ordinance amending Sections 12-16, 12-17, 12-18, 12-19,

The Honorable Mayor and Members of Council
February 2, 2004
Page 2

and 20-74 of the Code of the City of Roanoke to bring the City Code into conformity with the recent amendments to the Virginia Statewide Fire Prevention Code.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Darlene L. Burcham". The signature is fluid and cursive, with the first name "Darlene" being more prominent than the last name "Burcham".

Darlene L. Burcham
City Manager

DLB:jsf

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
George C. Snead, Assistant City Manager for Operations
James Grigsby, Fire-EMS Chief

#CMO4-00016

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE amending and reordaining §12-16, Adoption of Virginia Statewide Fire Prevention Code; §12-17, Definitions; §12-18, Amendments; and §12-19, Enforcement, of Article II, Fire Prevention Code, of Chapter 12, Fire Prevention and Protection, and §20-74, Parking, stopping or standing in a fire lane, of Division 1, Generally, of Article IV, Stopping, Standing and Parking, of Chapter 20, Motor Vehicles and Traffic, of the Code of the City of Roanoke (1979), as amended, to update code enforcement regulations; and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that:

1. The Code of the City of Roanoke (1979), as amended, is hereby amended and reordained by amending §12-16, Adoption of Virginia Statewide Fire Prevention Code; §12-17, Definitions; §12-18, Amendments; and §12-19, Enforcement, of Article II, Fire Prevention Code, of Chapter 12, Fire Prevention and Protection, of the Code of the City of Roanoke (1979), as amended, to read and provide as follows:

Sec. 12-16. Adoption of Virginia Statewide Fire Prevention Code.

Pursuant to the provisions of section 27-97 of the Code of Virginia (1950), as amended, the city hereby adopts *and incorporates by reference as if fully set forth herein* ~~and shall enforce~~ the 1996 Virginia Statewide Fire Prevention Code (2000 edition), as amended (*hereinafter referred to in this chapter as the "Statewide Fire Prevention Code"*), ~~The 1996 Virginia Statewide Fire Prevention Code~~, as the same has been promulgated by the State Board of Housing and Community Development. ~~and includes certain regulations and procedures to accomplish the adoption and enforcement of it. The 1996~~

~~Virginia Statewide Fire Prevention Code, as amended, is incorporated herein by reference as if fully set forth herein. The 1996 Virginia Statewide Fire Prevention Code, as adopted by the city, and regulations promulgated in connection therewith, shall be known as the City Fire Prevention Code.~~

Section 12-17. Definitions.

Wherever the words "~~jurisdiction~~" "~~local government~~" ~~is~~ *are* used in the ~~1996 Virginia~~ Statewide Fire Prevention Code adopted by the city, it shall mean the city, ~~and W~~wherever the ~~term words,~~ "~~legal representative~~" "~~local governing body~~" ~~is are used in such code the Statewide Fire Prevention Code,~~ it shall be held to mean the city ~~attorney council~~ for the city.

Section 12-18. Amendments.

The ~~1996 Virginia~~ Statewide Fire Prevention Code adopted by the city is hereby amended as set out in the following paragraphs of this section. Unless indicated to the contrary, section ~~or article~~ numbers appearing in this section refer to such numbers as they appear in the 1996 Virginia Statewide Fire Prevention Code adopted by the city.

Section ~~F-105.1.1~~ *F-105.1.4* is added to read as follows:

F-105.1.4 Fire Official. The ~~code~~ fire official shall be the fire marshal of the fire prevention division, or ~~his~~ *the fire official's* assistants.

Section ~~F-105.10~~ *F-106.3.2* is added to read as follows:

~~F-105.10~~ *F-106.3.2* Investigation of fires. The ~~code~~ fire official shall investigate, or cause to be investigated, every fire or explosion occurring within the jurisdiction that is of a suspicious nature or which involves the loss of life or serious injury or causes destruction or damage to property. Such investigation shall be initiated immediately upon the occurrence of such fire or explosion; and if it appears that such occurrence is of a suspicious nature, the ~~code~~ fire official shall immediately take charge of the physical evidence; and, in order to preserve any physical evidence relating to the cause or origin of such fire or explosion, the ~~code~~ fire official shall take means to prevent access by any person to the structure or premises until such evidence has been properly processed. The ~~code~~ fire official shall notify those persons designated by law to pursue investigations into such matters and shall further cooperate with the authorities in the collection of evidence and prosecution of the case and shall pursue the investigation to its conclusion.

Section ~~F-105.11~~ *F-106.3.3* is added to read as follows:

~~F-105.11~~ *F-106.3.3* Fire records. The ~~code~~ *fire* official shall keep a record of all fires and facts concerning the same, including investigation findings, statistics and information as to the cause, origin and the extent of such fires and the damage caused thereby.

Section ~~F-311.4~~ *F-503.4.1* is added to read as follows:

~~F-311.4~~ *F-503.4.1* Presumption in prosecution. In any prosecution under this section, proof that the vehicle described in the complaint, summons or warrant was parked in violation of this section, together with proof that the defendant was, at the time of such parking, the registered owner of the vehicle, shall constitute in evidence a prima facie presumption that such registered owner of the vehicle was the person who parked the vehicle at the place where, and for the time during which, such violation occurred.

Section ~~F-311.5~~ *F-503.4.2* is added to read as follows:

~~F-311.5~~ *F-503.4.2* Impoundment of vehicle. Any vehicle parked in violation of this section may be impounded by, *or at the request of*, the police or fire department and held until the penalty provided and the towing and storage charges incurred are paid.

Section ~~F-311.6~~ *F-503.4.3* is added to read as follows:

~~F-311.6~~ *F-503.4.3* Enforcement. This section shall be enforced by the ~~code~~ *fire* official and the Roanoke City Police Department.

Section ~~F-311.7~~ *F-503.4.4* is added to read as follows:

~~F-311.7~~ *F-503.4.4* Penalty for violation of section ~~F311.2503.4~~. Any person or firm in violation of the provisions of section ~~F311.2503.4~~ of the 1996 Virginia Statewide Fire Prevention Code adopted by the city shall be guilty of a traffic infraction, as provided in section 20-74 of this Code, and shall be subject to the penalties set out in section 20-89 of this Code.

~~F-402.4~~ *Cooking devices: No charcoal cooker, brazier, hibachi or grill or any gasoline or other flammable liquefied petroleum gas fired stove or similar device shall be ignited or used on or under the balconies of any apartment building or similar occupancy which are constructed of combustible materials. The management of such occupancies shall notify its tenants in writing of this*

~~Code requirement at the time the tenant initially occupies the apartment and from time to time as necessary to ensure compliance.~~

Section F-1003.2.2.11 is added to read as follows:

F-1003.2.2.11 Maximum occupant load. It shall be unlawful for any person to permit overcrowding or admittance of any person beyond the approved occupant load. The fire code official, upon finding overcrowded conditions or obstructions in aisles, passageways, or other means of egress, or upon finding any condition which constitutes a hazard to life and safety, shall cause the occupancy, performance, presentation, spectacle or entertainment to be stopped until such a condition or obstruction is corrected and the addition of any further occupants prohibited until the approved occupant load is reestablished.

* * *

Sec. 12-19. Enforcement.

~~The City Fire Prevention Code 1996 Virginia Statewide Fire Prevention Code adopted by this article~~ shall be enforced by the fire prevention division of the fire/EMS department, *unless otherwise indicated*. The chief of the fire department shall assign or detail such members of the fire/EMS department as inspectors or other assistants as ~~he~~ *the chief of the fire department* may deem necessary in administering and enforcing the provisions of such code.

* * *

2. The Code of the City of Roanoke (1979), as amended, is hereby amended and reordained by amending §20-74, Parking, stopping or standing in a fire lane, of Division 1, Generally, of Article IV, Stopping, Standing and Parking, of Chapter 20, Motor Vehicles and Traffic, of the Code of the City of Roanoke (1979), as amended, to read and provide as follows:

Sec. 20-74. Parking, stopping or standing in a fire lane.

No person shall park, stop, or stand a vehicle in or otherwise obstruct a fire

lane designated and marked by the fire marshal in accordance with section 311.0 et seq., 503.4 of the ~~fire prevention code~~ of *Statewide Fire Prevention Code as adopted* by the City of Roanoke.

3. Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY OF ROANOKE OFFICE OF THE CITY MANAGER

Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364
Roanoke, Virginia 24011-1591
Telephone: (540) 853-2333
Fax: (540) 853-1138
CityWeb: www.roanokegov.com

February 2, 2004

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable Dr. M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Fire Programs Grant

Background:

The Fire Programs Fund was established by the General Assembly effective October 4, 1985, pursuant to section 38.1-44.1 of the Code of Virginia. The sunset clause requiring expiration of this fund July 1, 1990 was removed; thus, the City's annual allocation of state funds will continue indefinitely.

Program guidelines require that funds received are non-supplanting and may not be used to replace existing local funding. Funds must be used in accordance with the provisions established by the State Department of Fire Programs.

The City of Roanoke's allocation of \$127,201.85 was deposited into account 035-520-3234-3234 from the Department of Fire Programs.

Considerations:

The City's portion of the Roanoke Regional Fire-EMS Training Center debt service is \$60,000, which is paid annually from this revenue source.

City Council action is needed to formally accept and appropriate these funds, and authorize the Director of Finance to establish revenue estimates and appropriate accounts in the Grant Fund to purchase equipment and supplies in accordance with provisions of this program.

The Honorable Mayor and Members of Council
February 2, 2004
Page 2

Recommended Action:

Authorize the City Manager to accept the grant, to accept and file any documents setting forth the conditions of the FY2004 Fire Programs Funds Grant, to furnish such additional information as may be required and appropriate grants funds of \$127,202 with corresponding revenue estimates in accounts established by the Director of Finance in the Grant Fund.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Darlene Burcham", written in a cursive style.

Darlene L. Burcham
City Manager

DLB:jsf

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
George C. Snead, Assistant City Manager for Operations
James Grigsby, Fire-EMS Chief

#CMO4-00015

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE appropriating funds for the Fire Program Grant, amending and reordaining certain sections of the 2003-2004 Grant Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2003-2004 Grant Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

Appropriations

Expendable Equipment < \$5,000	035-520-3234-2035	\$22,202
Training and Development	035-520-3234-2044	10,000
Wearing Apparel	035-520-3234-2064	30,000
Recruiting	035-520-3234-2065	5,000
Regional Fire Training Academy	035-520-3234-9073	60,000

Revenues

Fire Program FY03	035-520-3234-3234	127,202
-------------------	-------------------	---------

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION authorizing the acceptance of the FY2004 Fire Programs Funds Grant made to the City of Roanoke by the Virginia Department of Fire Programs and authorizing the execution and filing by the City Manager of any documents required by the grant.

BE IT RESOLVED by the Council of the City of Roanoke that:

1. The City of Roanoke hereby accepts the offer made by the Virginia Department of Fire Programs of the FY2004 Fire Programs Funds Grant in the amount of \$127,201.85.
2. The City Manager or the Assistant City Manager for Operations is hereby authorized to accept, execute, deliver and file on behalf of the City any documents required by the FY2004 Fire Programs Funds Grant.
3. The City Manager or the Assistant City Manager for Operations is further directed to furnish such additional information as may be required by the Virginia Department of Fire Programs in connection with the City's acceptance of the foregoing grant or with such project.

ATTEST:

City Clerk



CITY OF ROANOKE OFFICE OF THE CITY MANAGER

Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364
Roanoke, Virginia 24011-1591

Telephone: (540) 853-2333

Fax: (540) 853-1138

CityWeb: www.roanokegov.com

February 2, 2004

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable Dr. M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable, Beverly T. Fitzpatrick, Jr. Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Roanoke Passenger Station
Renovation Project

Background:

The Roanoke Passenger Rail Station has been redeveloped by the Western Virginia Foundation for the Arts and Sciences (WVFAS) for use by the Roanoke Valley Convention and Visitors Bureau and the O. Winston Link Museum. The City of Roanoke's Capital Improvement Program includes a funding commitment from the City of \$1,500,000 for this project. State funding of almost \$1,488,000 has also been provided through Transportation Enhancement and High Priority funding categories of the Virginia Department of Transportation. Of the City's funding commitment \$250,000 was provided to the WVFAS by City Council action in December 2000 (Ordinance No. 35170-121800). The balance of \$1,250,000 was the subject of a formal agreement between WVFAS and the City of Roanoke which included certain conditions by which these funds would be provided to WVFAS (authorized by City Council Resolution No. 36068-091602). These conditions include the acquisition of matching funds and securitization of an agreement with the O. Winston Link Estate for display of the O. Winston Link art/photo collection in this renovated facility. Disbursement of the \$1,250,000 is to be made in two equal payments of \$625,000, subject to the satisfaction of the conditions of the agreement. The first payment of \$625,000 was made in fiscal year 2002-03. The second payment is to occur in fiscal year 2003-04. A funding appropriation for this second payment is needed at this time. The conditions for this payment have been satisfied.

Recommended Action:

City Council appropriate \$625,000 from Capital Projects Fund Interest Earnings (008-3325) to the Roanoke Passenger Station Renovation Account (008-530-9900-9003) for disbursement to the WVFAS.

Respectfully submitted,



Darlene L. Burcham
City Manager

DLB/RKB/gpe

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Robert K. Bengtson, P.E., Director of Public Works
Sherman M. Stovall, Acting Director of Management & Budget

CM-0400022

AHS
IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding for the Roanoke Passenger Station Renovation Project, amending and reordaining certain sections of the 2003-2004 Capital Projects Fund Appropriations and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2003-2004 Capital Projects Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

Appropriations		
Appropriated from General Revenue	008-530-9900-9003	\$ 625,000
Fund Balance		
Unappropriated	008-3325	(625,000)

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY OF ROANOKE
OFFICE OF THE CITY MANAGER

Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364
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CityWeb: www.roanokegov.com

February 2, 2004

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Encroachment into Public
Right-of-Way – Awning Sign at
616 Jefferson Street, SE, - Tax
No. 4011913

The Trustees of Roanoke College, owners of property located at 616 Jefferson Street, has requested permission for a tenant (applicant) to retain an awning sign that creates an encroachment into the public right-of-way of Jefferson Street, SW, at that location. The applicant is Mai Chen, owner of the China City restaurant. See Attachment #1.

The revocable encroachment extends approximately 2.5 feet into the right-of-way of Jefferson Street, at a minimum height above the sidewalk of ten feet (10'). The awning is four feet (4') high. See Attachments #2 and #3. The right-of-way of Jefferson Street at this location is approximately sixty-eight (68') feet in width. Liability insurance and indemnification of City by the applicant shall be provided as specified in the attached exhibit, subject to approval of the City's Risk Manager. See Attachment #4.

Recommended Action(s):

Council adopt an ordinance, to be executed by the property owner, and recorded in the Clerk's office of the Circuit Court for the City of Roanoke, granting a revocable license to the property owner of 616 Jefferson Street, to allow the awning sign that encroaches into the right-of-way of Jefferson Street at that location to remain.

Respectfully submitted,

A handwritten signature in cursive script, reading "Darlene L. Bureham".
Darlene L. Bureham
City Manager

DLB/SEF

Attachments

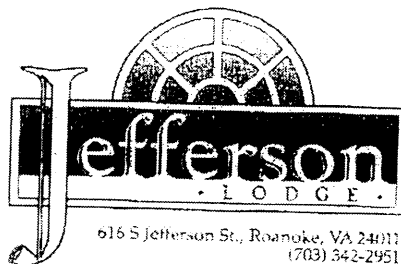
c: William M. Hackworth, City Attorney
Mary F. Parker, City Clerk
Jesse A. Hall, Director of Finance
Sarah E. Fitton, Engineering Coordinator

CM04-00033

JAN-21-2004 13:28

JEFFERSON LODGE

540 343 8436 F.02



616 S Jefferson St., Roanoke, VA 24001
(703) 342-2951
Toll Free 1-800-950-2590
FAX (703) 342-2951 EXT 270

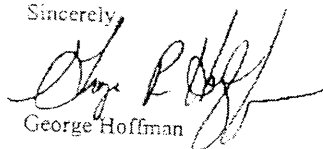
January 21, 2004

City of Roanoke
Building Dept.

To whom it may concern,

On behalf of Mae Chen, we are requesting an encroachment permit for a sign on China / Tokyo
restaurant at 616 S. Jefferson St. Roanoke, Va.

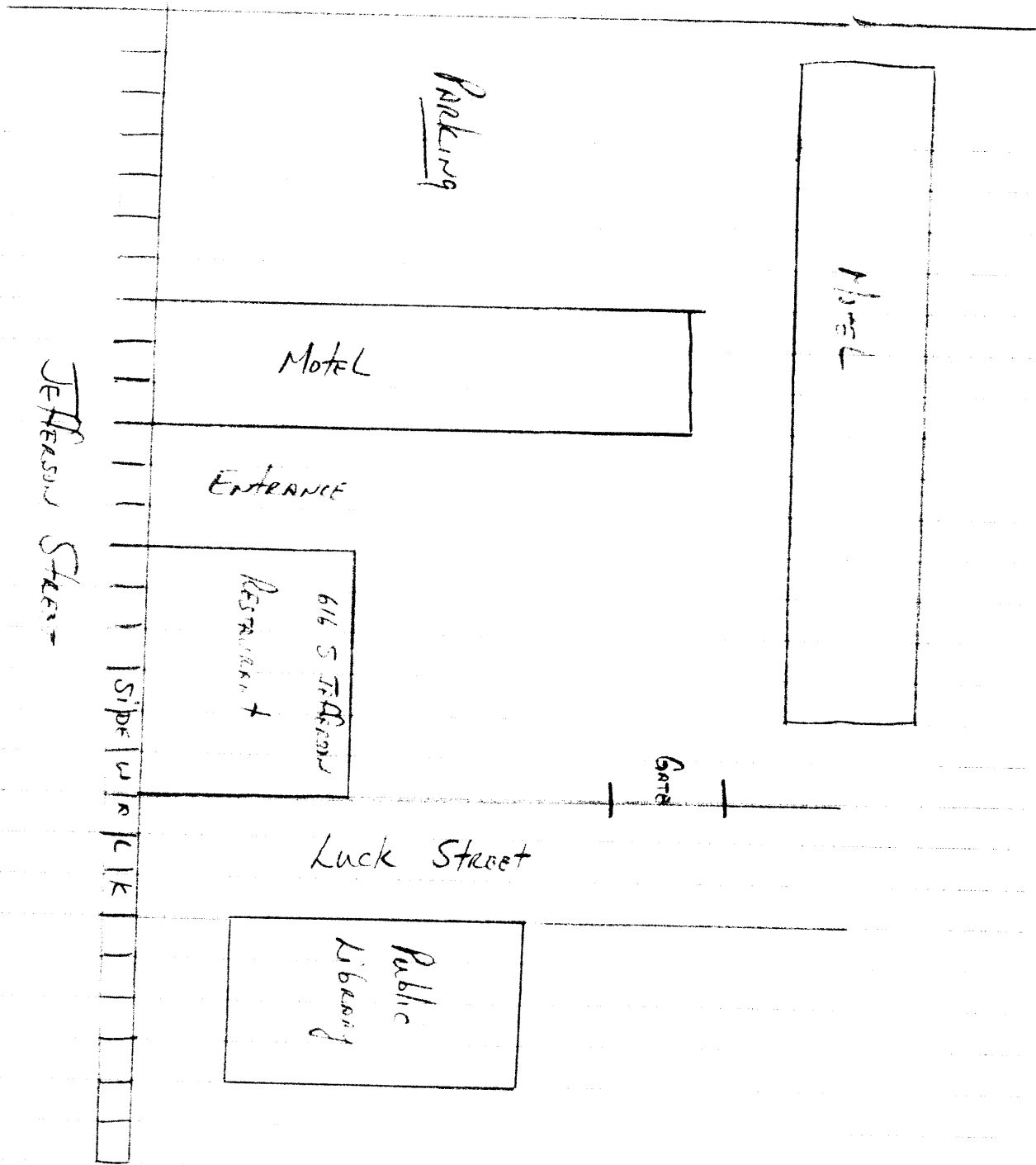
Sincerely,


George Hoffman

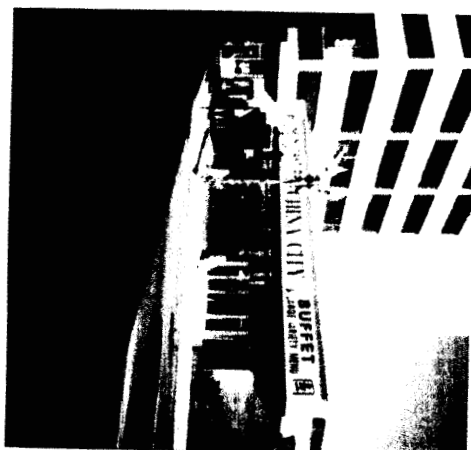
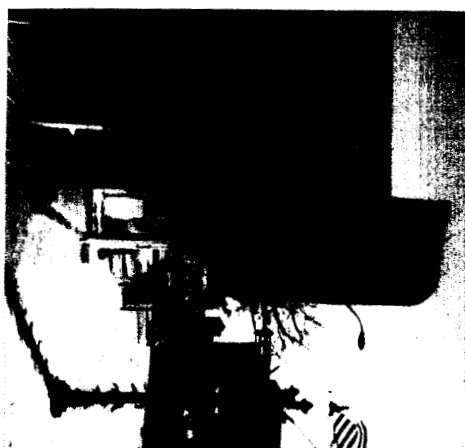
jb

Tommy's Restaurant on site

TOTAL P.02



Attachment #3



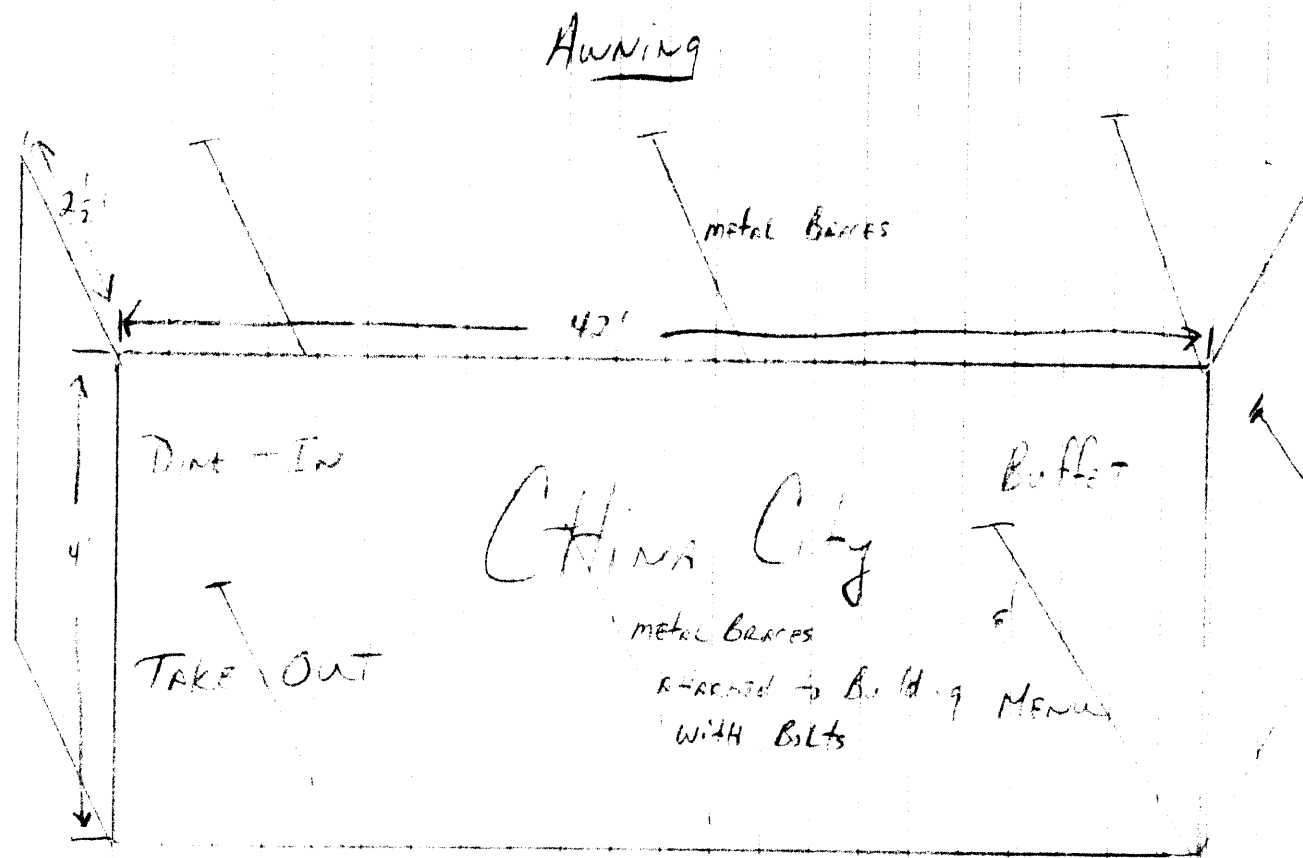
**INSURANCE REQUIREMENTS
FOR ENCROACHMENTS IN RIGHT-OF-WAY
COMMERCIAL**

Owner shall obtain liability insurance coverage with respect to claims arising out of the subject matter of this agreement. The amount of such insurance shall not be less than:

- A. General Aggregate \$1,000,000**
- B. Products - Completed/Operations Aggregate \$1,000,000**
- C. Personal and Advertising Injury \$1,000,000**
- D. Each Occurrence \$1,000,000**
- E. Above amounts may be met by umbrella form coverage in a minimum amount of \$1,000,000 aggregate; \$1,000,000 each occurrence.**

Owner shall name the City, its officers, agents, employees, and volunteers as additional insured as its interests may appear on the above policy. Such coverage shall not be canceled or materially altered except after thirty (30) days prior written notice of such cancellation or material alteration to City Engineer of the City of Roanoke.

Owner shall indemnify and save harmless the City of Roanoke, its officials, officers and employees, from all claims for injuries or damages to persons or property that may arise by reason of the encroachment over public right-of-way.



- | | |
|-------------------|------------------------------------|
| CANVAS AWNING | - Bolted to building using Trusses |
| - Plastic Letters | - Cross BRACES |
| - metal FRAME | - Frame is Welded corner |

JHC
IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE granting a revocable license to permit the encroachment of an awning at a minimum height above the sidewalk of ten feet(10'), extending approximately two and one-half feet (2½') in the public right-of-way of Jefferson Street, S.E., from property bearing Official Tax No. 4011913, upon certain terms and conditions; and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. Permission is hereby granted to Mai Chen ("Licensee"), a tenant of property owned by The Trustees of Roanoke College and bearing Official Tax No. 4011913, otherwise known as 616 Jefferson Street, S.E., within the City of Roanoke, to permit the encroachment of an awning at a minimum height above the sidewalk of ten feet (10'), extending approximately two and one-half feet (2½') in the public right-of-way of Jefferson Street, S.E., as more fully described in a letter of the City Manager to City Council dated February 2, 2004.
2. Such license, granted pursuant to §15.2-2010, Code of Virginia (1950), as amended, shall be revocable at the pleasure of the Council of the City of Roanoke and subject to all the limitations contained in §15.2-2010.
3. It shall be agreed by the Licensee that, in maintaining such encroachment, the Licensee and its grantees, assignees, or successors in interest shall agree to indemnify and save harmless the City of Roanoke, its officers, agents, and employees from all claims for injuries or damages to persons or property that may arise by reason of the above-described encroachment in the

public right-of-way.

4. Licensee, its grantors, assigns or successor in interest shall for the duration of this license maintain on file with the City Clerk's Office evidence of insurance coverage in amounts not less than \$1,000,000.00. This insurance requirement may be met by either homeowner's insurance or commercial general liability insurance. The certificate of insurance must list the City of Roanoke, its officers, agents and employees as additional insureds, and an endorsement by the insurance company naming these parties as additional insureds must be received within thirty (30) days of passage of this ordinance. The certificate shall state that such insurance may not be canceled or materially altered without thirty (30) days written advance notice of such cancellation or alteration being provided to the Risk Management Officer for the City of Roanoke.

5. The City Clerk shall transmit an attested copy of this ordinance to Mai Chen, 616 Jefferson Street, S.E., Roanoke, Virginia 24011.

6. This ordinance shall be in full force and effect at such time as a copy, duly signed, sealed, and acknowledged by the Licensee, has been admitted to record, at the cost of the Licensee, in the Clerk's Office of the Circuit Court for the City of Roanoke and shall remain in effect only so long as a valid, current certificate evidencing the insurance required in Paragraph 4 above is on file in the Office of the City Clerk.

7. Pursuant to the provisions of §12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

ACCEPTED and EXECUTED by the undersigned this _____ day of _____,
2004.

MAI CHEN

COMMONWEALTH OF VIRGINIA

§
§ To-Wit:
§

The foregoing instrument was acknowledged before me in my jurisdiction aforesaid this _____ day
of _____, 2004, by Mai Chen.

My Commission expires: _____.

Notary Public



MARY F. PARKER, CMC
City Clerk

CITY OF ROANOKE OFFICE OF CITY CLERK

215 Church Avenue, S.W., Room 456

Roanoke, Virginia 24011-1536

Telephone: (540) 853-2541

Fax: (540) 853-1145

E-mail: clerk@ci.roanoke.va.us

STEPHANIE M. MOON
Deputy City Clerk

SHEILA N. HARTMAN
Assistant City Clerk

February 2, 2004

File #467

The Honorable Mayor and Members
of the Roanoke City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

Pursuant to Chapter 9, Education, Code of the City of Roanoke (1979), as amended, establishing a procedure for the election of School Trustees, this is to advise you that the three-year terms of office of Alvin L. Nash and Ruth C. Willson will expire on June 30, 2004.

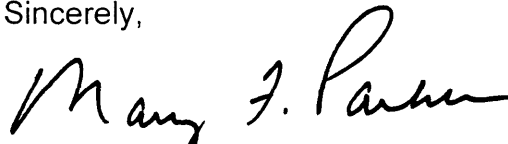
Pursuant to Section 9-16, Code of the City of Roanoke (1979), as amended, on or before February 15 of each year, Council shall announce its intention to elect Trustees of the Roanoke City School Board for terms commencing July 1 through (1) public announcement of such intention at two consecutive regular sessions of the Council and (2) advertisement of such intention in a newspaper of general circulation in the City twice a week for two consecutive weeks.

The Honorable Mayor and Members
of the Roanoke City Council
February 2, 2004
Page 2

Section 9-17 of the City Code provides that applications must be filed in the City Clerk's Office by March 10 of each year. Applications will be available in the City Clerk's Office and may be obtained between the hours of 8:00 a.m., and 5:00 p.m., Monday through Friday, or applications may be completed online at the City of Roanoke's web page www.roanokegov.com. Information describing the duties and responsibilities of School Trustees may be obtained in the City Clerk's Office.

With kindest regards, I am

Sincerely,

A handwritten signature in black ink, appearing to read "Mary F. Parker". The signature is fluid and cursive, with the first name "Mary" and last name "Parker" clearly distinguishable.

Mary F. Parker, CMC
City Clerk

MFP:sm



CITY OF ROANOKE

DEPARTMENT OF FINANCE

215 Church Avenue, S.W., Room 461

P.O. Box 1220

Roanoke, Virginia 24006-1220

Telephone: (540) 853-2821

Fax: (540) 853-6142

JESSE A. HALL

Director of Finance

email: jesse_hall@ci.roanoke.va.us

ANN H. SHAWVER

Deputy Director

email: ann_shawver@ci.roanoke.va.us

February 2, 2004

The Honorable Ralph K. Smith, Mayor
 The Honorable C. Nelson Harris, Vice Mayor
 The Honorable William D. Bestpitch, Council Member
 The Honorable M. Rupert Cutler, Council Member
 The Honorable Alfred T. Dowe, Jr., Council Member
 The Honorable Beverly T. Fitzpatrick, Jr., Council Member
 The Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

SUBJECT: December Financial Report

This financial report covers the first six months of the 2003-2004 fiscal year. The following narrative discusses revenues and expenditures.

REVENUES

Effective with the 2003-2004 fiscal year, recovered costs are being reported as revenues rather than as reductions of department expenditures as in prior years. This change in reporting has the impact of increasing both revenues and expenditures as compared to the prior year. As of the end of December, approximately \$1.9 million in recovered costs had been received and was included in the Charges for Services revenue category. Adjusted for this change in reporting of recovered costs, General Fund revenues increased 2.9% compared to FY03. Other significant variances in specific categories of revenues are discussed in the following paragraphs.

General Property Taxes increased 5.8% or \$1,562,597 compared to FY03. Current real estate tax revenues led this increase with growth of 8.1%. New construction and the January 1, 2003 reassessment generated this growth, as budgeted. Increases in penalties and interest revenues and a one-time tax judgment collection contributed an additional \$49,000 in current year revenues.

The Local Tax category is a primary indicator of the health of our local economy. The category increased 3.5% as compared to last year. Sales tax revenues led this growth, and they increased by 8% when adjusted for several one-time collections totaling approximately \$300,000 which resulted from a sales tax audit conducted during the current year which revealed underpayment of prior years' sales taxes. The growth in the sales tax results from continued recovery in our economy as well as the fact that fall 2003 retail sales were adversely affected by the sniper shootings within Virginia which understandably kept shoppers at home. A comparison of year-to-date growth in local sales tax of surrounding localities reveals similar growth trends as those experienced here in Roanoke. Other local taxes with positive performance through December included the transient room and prepared food and beverage taxes which each grew by 5%. Additionally, cellular telephone tax increased 9%, partially due to a \$51,000 one-time collection stemming from a cellular telephone tax audit.

Permits and Fees grew by 28.2% or \$119,535 over FY03 due to growth in building, plumbing, electrical, and heating inspection fees. This growth was generated as a result of new construction and continued expansions to existing companies.

Grants-in-Aid Commonwealth declined approximately 4% since last year. Decreases occurred in the state share of personal property tax, funding of the constitutional offices, reimbursements for comprehensive services act expenditures and the jail block grant. No growth is anticipated in the Grants-in-Aid Commonwealth category which has a current revenue estimate that is .8% lower than the FY03 revenue estimate.

Charges for Services have increased due to the aforementioned change in recording recovered costs as revenue in FY04. Additionally, EMS revenues have increased in the current year, as anticipated, in accordance with federally-permitted fees.

Miscellaneous Revenues grew by 47% over FY03 due to the collection of surplus proceeds from prior year tax sales which have not been claimed by property owners. Sale proceeds in excess of lien amounts are retained by the City following a certain waiting period.

Internal services declined approximately 30% due to timing differences in billings to the Airport for Fire Safety services and billings to other funds for Engineering services. Additionally, the City no longer bills RVDC for fiscal services (\$22,500 in FY03).

EXPENDITURES AND ENCUMBRANCES

Certain items affect all categories of the City in the 2003-2004 fiscal year. First, the City granted a pay raise to active employees effective July 1, 2003, which averaged 2.85% City-wide. Secondly, the City's purchasing division created an initiative to assure that contractual commitments such as rents are encumbered via purchase order for the annual amount. This resulted in higher obligations in the current fiscal year compared to the prior fiscal year, but it represents a more realistic assessment of departmental obligations. Also, the changes to recording of recovered costs, discussed previously, results in affected departmental obligations being greater than the prior year since the recovered costs are no longer deducted from obligations.

General fund expenditures and encumbrances have increased 10%. Adjusted for the change in recovered costs, this increase is 8.2%. Significant variances caused by fluctuations other than the change in accounting for recovered costs are discussed below.

Public Safety expenditures continued to grow due to increases in personal service costs in the labor-intensive Police and Fire departments.

Health and Welfare expenditures increased 14.2% due to increases in ADC-foster care and training and adoption costs. Additionally, subsidies obligated to Total Action Against Poverty and the Health Department were up a combined \$756,000 over FY03 due to timing differences in encumbrance of contractual payments as mentioned above.

Parks, Recreation and Cultural expenditures increased in part due to a \$120,000 increase in Department of Technology billings generated by a significant increase in the number of computers owned by the libraries over the prior fiscal year. These computers were purchased in order to reduce citizens' waiting time for use of public computers.

Community Development expenditures and obligations grew over FY03 due to a budgeted increase in donations to various local organizations funded by the City. Also contributing to the increase was a one-time expenditure for the Mill Mountain Zoo water line improvements and for the City's branding initiative.

The Transfer to Debt Service decreased as a result of debt service savings from the Series 2003 refunding issue. Additionally, the payments required on the 2002 Series issues are lower in the current year than in FY03.

The Transfer to School Capital Projects Fund resulted from an appropriation of fund balances relative to CMERP for a reserve for future school construction and renovation costs. There was no similar transfer in FY03.

Nondepartmental expenditures and obligations increased due to a transfer of \$2,845,800 to the Parking Fund to redeem the lease of the Century Station parking garage with the Housing Authority.

I would be pleased to answer questions City Council may have regarding the monthly financial statements.


Director of Finance

**CITY OF ROANOKE, VIRGINIA
SUMMARY OF CITY MANAGER TRANSFERS
AND AVAILABLE CONTINGENCY
DECEMBER 31, 2003**

<u>Transfer Number</u>	<u>Date</u>	<u>Explanation</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
<u>General Fund:</u>					
CMT-774	09/04/03	Purchase of New Police Vehicles	Jail	Fleet Management - Capital Outlay	\$ 55,000
CMT-783	09/09/03	Reallocation of Position to Support Emergency Services Coordinator	City Manager	Environmental Services and Emergency Management	45,873
CMT-794	10/10/03	Flood Damaged Equipment Replacement Funding	Parks	Transportation - Streets & Traffic	20,662
CMT-804	12/03/03	Employee Tuition	Contingency (Pay Raise Supplemental)	Human Resources	40,000
Total General Fund					<u>\$ 161,535</u>

All contingency transfers are listed on page 3.

Capital Projects Fund:

CMT-753	07/16/03	Trout Run Reconstruction Project	Peters Creek Detention Basins	Trout Run Culvert Repairs	\$ 15,844
CMT-753	07/16/03	Trout Run Reconstruction Project	Capital Improvement Reserve	Trout Run Culvert Repairs	3,723
CMT-756	07/29/03	Fire Building Paving	Capital Improvement Reserve	Surface Lot Paving	15,000
CMT-768	08/26/03	Environmental Costs	Environmental Issues-PWSC	Environmental Issues-Colonial Ave	31,649
CMT-781	09/09/03	10th Street Widening Project	VDOT Highway Projects	10th Street Widening	60,000
CMT-1543	09/10/03	Wonju Street Extension Project	VDOT Highway Projects	Wonju Street Extension	48,892
CMT-1546	09/16/03	Police Building	Fire/EMS Facility Improvement Program	Police Building Design Phase II	50,022
CMT-1556	11/03/03	Additional Moving Expenses for Health and Human Services	Capital Improvement Reserve	Civic Mall Relocation Furniture	72,040
Total Capital Projects Fund					<u>\$ 297,170</u>

Parking Fund:

CMT-1561	12/01/03	Downtown West Parking Garage	Nonoperating Expense - Transfer Fund (Debt Reserve)	Downtown West Parking Garage	\$ 25,000
Total Parking Fund					<u>\$ 25,000</u>

**CITY OF ROANOKE, VIRGINIA
SUMMARY OF CITY MANAGER TRANSFERS
AND AVAILABLE CONTINGENCY
DECEMBER 31, 2003
(CONTINUED)**

<u>Transfer Number</u>	<u>Date</u>	<u>Explanation</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
<u>Fleet Management Fund:</u>					
CMT-774	09/04/03	New Police Vehicles	Jail	Fleet Management - Capital Outlay	\$ 55,000
				Total Fleet Fund	<u>\$ 55,000</u>

Notes:

Under City Code section 2-121, the City Manger has authority to make transfers up to \$75,000 between departments, and to make transfers of any amount within departments. The scope of this report is limited to interdepartment transfers that are \$10,000 or greater.

All contingency transfers are listed on the next page.

**CITY OF ROANOKE, VIRGINIA
SUMMARY OF CITY MANAGER TRANSFERS
AND AVAILABLE CONTINGENCY
DECEMBER 31, 2003
(CONTINUED)**

<u>Transfer Number</u>	<u>Date</u>	<u>Explanation</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
<u>Available Contingency</u>					
Balance of Contingency at July 1, 2003					\$ 660,710
Contingency Transfers:					
CMT-771	09/04/03	Technology Zone Incentive Payments	Contingency	Technology Zone	(2,000)
CMT-777	09/09/03	Legal Expenses	Contingency	Economic Development	(7,100)
CMT-1547	09/19/03	Downtown Roanoke, Inc. Website Development	Contingency	Memberships and Affiliations	(10,000)
CMT-1547	09/19/03	Partners of Livable Communities Downtown Wireless Project	Contingency	Memberships and Affiliations	(1,200)
CMT-1548	09/22/03	Camp Virginia Jaycee	Contingency	Memberships and Affiliations	(20,000)
CMT-786	09/22/03	Pigeon and Starling Population Control	Contingency	Transportation- Streets and Traffic	(10,000)
CMT-1555	10/31/03	School Task Force Consultant	Contingency	City Manager	(6,460)
CMT-1559	11/12/03	Virginia Technology Capital Access Forum	Contingency	Memberships and Affiliations	(2,500)
CMT-803	11/20/03	Deer Management Program	Contingency	Police - Animal Control	(37,000)
CMT-810	12/05/03	Virginia Municipal League	Contingency	Virginia Municipal League	(35,000)
CMT-1568	12/19/03	Event Zone	Contingency	Memberships and Affiliations	(63,299)
CMT-814	12/30/03	Project Nexus Air Service Consulting	Contingency	Regional Competitiveness Program	(272)
Contingency Increases/(Appropriations) Through Budget Ordinances:					
BO-36564	12/15/03	FEMA Flood Damage Reimbursements	Flood Damage Reimbursements	Contingency	105,776
Available Contingency at December 31, 2003					<u>\$ 571,655</u>

**CITY OF ROANOKE, VIRGINIA
GENERAL FUND**

STATEMENT OF REVENUE

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - Dec 31 2002-2003	July 1 - Dec 31 2003-2004	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
General Property Taxes	\$ 27,096,353	\$ 28,658,950	5.77 %	\$ 83,500,217	34.32%
Other Local Taxes	18,453,299	19,098,105	3.49 %	60,866,657	31.38%
Permits, Fees and Licenses	423,228	542,763	28.24 %	907,302	59.82%
Fines and Forfeitures	628,087	675,229	7.51 %	1,296,130	52.10%
Revenue from Use of Money and Property	506,582	483,061	-4.64 %	1,093,091	44.19%
Grants-in-Aid Commonwealth	16,510,512	15,877,173	-3.84 %	45,940,204	34.56%
Grants-in-Aid Federal Government	17,179	113,552	100.00 %	147,852	76.80%
Charges for Services	2,239,468	4,608,428	105.78 %	8,549,314	53.90%
Miscellaneous Revenue	93,267	137,499	47.43 %	420,474	32.70%
Internal Services	1,159,667	812,716	-29.92 %	2,529,153	32.13%
Total	\$ 67,127,642	\$ 71,007,476	5.78 %	\$ 205,250,394	34.60%

STATEMENT OF EXPENDITURES AND ENCUMBRANCES

Expenditures	Year to Date for the Period			Current Fiscal Year	
	July 1 - Dec 31 2002-2003	July 1 - Dec 31 2003-2004	Percentage of Change	Unencumbered Balance	Percent of Budget Obligated
General Government	\$ 5,797,274	5,920,300	2.12 %	\$ 5,991,882	49.70%
Judicial Administration	3,139,825	3,122,217	-0.56 %	3,447,391	47.53%
Public Safety	23,552,930	27,606,834	17.21 %	22,548,554	55.04%
Public Works	13,164,268	14,118,854	7.25 %	11,001,224	56.21%
Health and Welfare	12,694,470	14,498,699	14.21 %	14,072,701	50.75%
Parks, Recreation and Cultural	2,392,289	2,865,375	19.78 %	2,617,836	52.26%
Community Development	2,920,336	3,605,722	23.47 %	2,577,542	58.31%
Transfer to Debt Service Fund	12,540,057	10,790,699	-13.95 %	4,202,498	71.97%
Transfer to School Fund	24,050,183	24,444,723	1.64 %	24,444,723	50.00%
Transfer to School Capital Projects Fund	-	1,025,630	100.00 %	-	100.00%
Nondepartmental	4,886,690	7,708,584	57.75 %	4,238,304	64.52%
Total	\$ 105,138,322	115,707,637	10.05 %	\$ 95,142,655	54.88%

**CITY OF ROANOKE, VIRGINIA
SCHOOL FUND STATEMENT OF REVENUE**

<u>Revenue Source</u>	<u>Year to Date for the Period</u>			<u>Current Fiscal Year</u>	
	<u>July 1 - Dec 31 2002-2003</u>	<u>July 1 - Dec 31 2003-2004</u>	<u>Percentage of Change</u>	<u>Revised Revenue Estimates</u>	<u>Percent of Revenue Estimate Received</u>
State Sales Tax	\$ 2,802,648	\$ 2,986,333	6.55 %	\$ 9,162,397	32.59 %
Grants-in-Aid Commonwealth	18,576,355	19,301,699	3.90 %	44,486,858	43.39 %
Grants-in-Aid Federal Government	33,379	56,405	68.98 %	119,048	47.38 %
Charges for Services	289,322	359,149	24.13 %	2,271,378	15.81 %
Transfer from General Fund	24,050,183	24,473,481	1.76 %	48,989,446	49.96 %
Total	\$ 45,751,887	\$ 47,177,067	3.12 %	\$ 105,029,127	44.92 %

SCHOOL FUND STATEMENT OF EXPENDITURES AND ENCUMBRANCES

<u>Expenditures</u>	<u>Year to Date for the Period</u>			<u>Current Fiscal Year</u>		
	<u>July 1 - Dec 31 2002-2003</u>	<u>July 1 - Dec 31 2003-2004</u>	<u>Percentage of Change</u>	<u>Unencumbered Balance</u>	<u>Revised Appropriations</u>	<u>Percent of Budget Obligated</u>
Instruction	\$ 34,047,566	\$ 35,349,550	3.82 %	\$ 43,069,442	\$ 78,418,992	45.08 %
General Support	1,850,860	1,904,151	2.88 %	2,254,122	4,158,273	45.79 %
Transportation	1,734,656	2,020,937	16.50 %	2,429,002	4,449,939	45.41 %
Operation and Maintenance of Plant	5,243,400	6,655,333	26.93 %	4,280,468	10,935,801	60.86 %
Facilities	1,451,332	1,864,596	28.47 %	1,424,753	3,289,349	56.69 %
Other Uses of Funds	5,521,418	5,868,288	6.28 %	2,314,969	8,183,257	71.71 %
Total	\$ 49,849,232	\$ 53,662,855	7.65 %	\$ 55,772,756	\$ 109,435,611	49.04 %

**CITY OF ROANOKE, VIRGINIA
WATER FUND
COMPARATIVE INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
Operating Revenues		
Commercial Sales	\$ 2,437,538	\$ 2,127,390
Domestic Sales	1,832,473	1,602,170
Industrial Sales	360,446	288,653
Town of Vinton	9,576	11,504
City of Salem	11,347	17,781
County of Botetourt	126,727	110,808
County of Bedford	11,269	3,581
Customer Services	232,412	181,321
Charges for Services	<u>551,946</u>	<u>550,689</u>
Total Operating Revenues	<u>5,573,734</u>	<u>4,893,897</u>
Operating Expenses		
Personal Services	2,301,937	2,236,214
Operating Expenses	1,848,540	1,807,071
Purchased Water - Roanoke County	-	875,212
Purchased Water - City of Salem	-	395,897
Depreciation	<u>787,205</u>	<u>838,836</u>
Total Operating Expenses	<u>4,937,682</u>	<u>6,153,230</u>
Operating Revenues (Loss)	<u>636,052</u>	<u>(1,259,333)</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	32,699	53,273
Rent	82,635	57,929
Main Extension Agreements	104,490	-
Miscellaneous Revenue	32,189	35,654
Transfer to Department of Technology Fund	(191,000)	(41,146)
Interest and Fiscal Charges	<u>(564,629)</u>	<u>(479,961)</u>
Net Nonoperating Expenses	<u>(503,616)</u>	<u>(374,251)</u>
Net Income (Loss)	<u><u>\$ 132,436</u></u>	<u><u>\$ (1,633,584)</u></u>

Note: Prior year financial statements have been restated to conform to current year presentation.

**CITY OF ROANOKE, VIRGINIA
WATER POLLUTION CONTROL FUND
COMPARATIVE INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
Operating Revenues		
Sewage Charges - City	\$ 3,382,957	\$ 2,869,738
Sewage Charges - Roanoke County	668,641	485,346
Sewage Charges - Vinton	125,760	93,607
Sewage Charges - Salem	607,415	349,502
Sewage Charges - Botetourt County	96,148	77,735
Customer Services	162,954	137,796
Interfund Services	<u>120,372</u>	<u>85,478</u>
Total Operating Revenues	<u>5,164,247</u>	<u>4,099,202</u>
Operating Expenses		
Personal Services	1,208,669	1,096,077
Operating Expenses	2,827,939	2,365,613
Depreciation	<u>940,812</u>	<u>944,642</u>
Total Operating Expenses	<u>4,977,420</u>	<u>4,406,332</u>
Operating Revenue (Loss)	<u>186,827</u>	<u>(307,130)</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	55,882	78,979
Miscellaneous Revenue	33	321
Capital Contributions - Other Jurisdictions	8,765	14,203
Transfer to Department of Technology Fund	(190,000)	(27,248)
Interest and Fiscal Charges	<u>(412,942)</u>	<u>(371,945)</u>
Net Nonoperating Expenses	<u>(538,262)</u>	<u>(305,690)</u>
Net Loss	<u><u>\$ (351,435)</u></u>	<u><u>\$ (612,820)</u></u>

**CITY OF ROANOKE, VIRGINIA
CIVIC FACILITIES FUND
COMPARATIVE INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
Operating Revenues		
Rentals	\$ 132,058	\$ 85,473
Event Expenses	46,893	39,658
Display Advertising	2,500	6,000
Admissions Tax	29,089	92,171
Electrical Fees	5,685	4,920
Novelty Fees	17,221	44,739
Facility Surcharge	25,586	44,235
Charge Card Fees	21,449	2,669
Commissions	129,744	44,387
Catering/Concessions	284,509	351,619
Other	3,012	793
Total Operating Revenues	<u>697,746</u>	<u>716,664</u>
Operating Expenses		
Personal Services	986,235	942,883
Operating Expenses	866,977	891,145
Depreciation	266,632	319,060
Total Operating Expenses	<u>2,119,844</u>	<u>2,153,088</u>
Operating Loss	<u>(1,422,098)</u>	<u>(1,436,424)</u>
Nonoperating Revenues		
Interest on Investments	8,827	16,446
Flood Damage Reimbursements	23,453	-
Virginia Municipal League	11,865	-
Transfer from General Fund	459,565	624,565
Transfer from General Fund - Victory Stadium	113,728	102,278
Transfer from Capital Projects Fund	260,000	-
Transfer to Debt Service Fund	(43,784)	(50,546)
Transfer to Department of Technology Fund	-	(47,754)
Miscellaneous	3,560	661
Total Nonoperating Revenues	<u>837,214</u>	<u>645,650</u>
Net Loss	<u><u>\$ (584,884)</u></u>	<u><u>\$ (790,774)</u></u>

**CITY OF ROANOKE, VIRGINIA
PARKING FUND
COMPARATIVE INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
Operating Revenues		
Century Station Parking Garage	\$ 204,887	\$ 183,426
Williamson Road Parking Garage	219,845	187,372
Market Square Parking Garage	112,857	117,628
Church Avenue Parking Garage	275,801	224,425
Tower Parking Garage	206,427	191,629
Gainsboro Parking Garage	42,184	17,118
Williamson Road Surface Lots	35,749	37,311
Norfolk Avenue Surface Lot	28,416	28,907
Gainsboro Surface Lot	21,308	18,172
Other Surface Lots	<u>62,847</u>	<u>16,243</u>
Total Operating Revenues	<u>1,210,321</u>	<u>1,022,231</u>
Operating Expenses		
Operating Expenses	476,987	480,163
Depreciation	<u>278,700</u>	<u>278,815</u>
Total Operating Expenses	<u>755,687</u>	<u>758,978</u>
Operating Income	<u>454,634</u>	<u>263,253</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	9,343	5,796
Transfer from General Fund (see Note)	2,845,800	115,000
Transfer from Department of Technology Fund	78,000	-
Interest and Fiscal Charges	<u>(189,685)</u>	<u>(293,905)</u>
Net Nonoperating Revenues (Expenses)	<u>2,743,458</u>	<u>(173,109)</u>
Net Income	<u><u>\$ 3,198,092</u></u>	<u><u>\$ 90,144</u></u>

Note: The Transfer from General Fund for FY 2004 was to redeem the Century Station Garage lease.

**CITY OF ROANOKE, VIRGINIA
MARKET BUILDING FUND
INCOME STATEMENT
FOR THE SIX MONTHS ENDING DECEMBER 31, 2003**

	<u>FY 2004</u>
Operating Revenues	
Retail Space Rental	<u>\$ 126,409</u>
Total Operating Revenues	<u>126,409</u>
Operating Expenses	
Operating Expense	244,946
Depreciation	<u>3,887</u>
Total Operating Expenses	<u>248,833</u>
Operating Loss	<u>(122,424)</u>
Nonoperating Revenues	
Interest on Investments	<u>1,366</u>
Total Nonoperating Revenues	<u>1,366</u>
Net Loss	<u><u>\$ (121,058)</u></u>

**CITY OF ROANOKE, VIRGINIA
CITY TREASURER'S OFFICE
GENERAL STATEMENT OF ACCOUNTABILITY
FOR THE MONTH ENDED DECEMBER 31, 2003**

TO THE DIRECTOR OF FINANCE:

GENERAL STATEMENT OF ACCOUNTABILITY OF THE CITY TREASURER OF THE CITY OF ROANOKE, VIRGINIA FOR THE FUNDS OF SAID CITY FOR THE MONTH ENDED DECEMBER 31, 2003.

FUND	BALANCE AT NOV 30, 2003	RECEIPTS	DISBURSEMENTS	BALANCE AT DEC 31, 2003	BALANCE AT DEC 31, 2002
GENERAL	(\$8,830,526.78)	\$11,323,375.39	\$14,716,624.80	(\$12,223,776.19)	(\$8,289,510.93)
WATER	4,085,076.61	560,086.19	131,775.00	4,513,387.80	5,378,982.33
WATER POLLUTION CONTROL	9,840,348.95	2,109,697.73	1,504,280.24	10,445,766.44	9,669,919.21
CIVIC FACILITIES	847,646.78	567,197.87	399,403.49	1,015,441.16	2,041,616.75
PARKING	557,483.69	213,976.75	132,009.40	639,451.04	276,838.96
CAPITAL PROJECTS	50,594,827.90	87,178.82	1,561,715.30	49,120,291.42	57,982,671.00
MARKET BUILDING OPERATIONS	196,736.02	27,734.71	36,244.89	188,225.84	0.00
CONFERENCE CENTER	4,019,702.06	49,773.87	4,245.81	4,065,230.12	3,817,954.27
DEBT SERVICE	14,461,437.28	80,175.63	524,837.85	14,016,775.06	13,906,626.02
DEPT OF TECHNOLOGY	4,444,247.10	227,656.57	285,269.52	4,386,634.15	5,549,777.54
FLEET MANAGEMENT	617,441.74	49,702.43	510,835.56	156,308.61	1,169,065.65
PAYROLL	(14,676,508.60)	15,480,177.45	17,923,717.96	(17,120,049.11)	(16,069,636.66)
RISK MANAGEMENT	11,910,813.91	701,070.77	687,338.53	11,924,546.15	11,747,268.47
PENSION	1,029,785.74	1,567,429.80	1,503,544.80	1,093,670.74	906,372.90
SCHOOL FUND	9,677,620.00	6,655,379.32	8,190,602.43	8,142,396.89	8,558,043.63
SCHOOL CAPITAL PROJECTS	9,297,607.12	3,125.76	1,005,344.48	8,295,388.40	8,765,457.84
SCHOOL FOOD SERVICE	187,741.31	496,625.23	444,169.61	240,196.93	(4,795.09)
FDETC	93,225.10	25.00	4,291.63	88,958.47	85,576.73
GRANT	1,969,762.16	300,570.93	859,169.18	1,411,163.91	1,471,627.00
TOTAL	\$100,324,468.09	\$40,500,960.22	\$50,425,420.48	\$90,400,007.83	\$106,963,855.62

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE STATEMENT OF MY ACCOUNTABILITY TO THE CITY OF ROANOKE, VIRGINIA, FOR THE FUNDS OF THE VARIOUS ACCOUNTS THEREOF FOR THE MONTH ENDED DECEMBER 31, 2003. THAT SAID FOREGOING:

CASH

CASH IN HAND	\$499,749.09
CASH IN BANK	478,058.70

INVESTMENTS ACQUIRED FROM COMPETITIVE PROPOSALS:

COMMERCIAL HIGH PERFORMANCE MONEY MARKET	6,250,000.00
LOCAL GOVERNMENT INVESTMENT POOL	13,453,522.19
MONEY MANAGEMENT ACCOUNT	10,453,307.61
U. S. AGENCIES	22,524,375.00
VIRGINIA AIM PROGRAM (U. S. SECURITIES)	36,740,995.24
TOTAL	\$90,400,007.83

JANUARY 13, 2004


EVELYN W. POWERS, TREASURER

**CITY OF ROANOKE PENSION PLAN
STATEMENT OF CHANGES IN PLAN NET ASSETS
FOR THE SIX MONTHS ENDED DECEMBER 31, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
<u>Additions:</u>		
Employer Contributions	\$ 2,333,971	\$ 2,019,773
Investment Income		
Net Appreciation (Depreciation) in Fair Value of Investments	27,568,444	(18,295,981)
Interest and Dividend Income	1,205,284	1,132,729
Total Investment Income (Loss)	28,773,728	(17,163,252)
Less Investment Expense	48,691	116,798
Net Investment Income (Loss)	28,725,037	(17,280,050)
Total Additions (Deductions)	<u>\$ 31,059,008</u>	<u>\$ (15,260,277)</u>
 <u>Deductions</u>		
Benefits Paid to Participants	\$ 8,920,280	\$ 8,204,758
Administrative Expenses	263,319	282,507
Total Deductions	<u>9,183,599</u>	<u>8,487,265</u>
Net Increase (Decrease)	21,875,409	(23,747,542)
 Net Assets Held in Trust for Pension Benefits:		
Fund Balance July 1	283,983,057	289,534,315
Fund Balance December 31	<u><u>\$305,858,466</u></u>	<u><u>\$265,786,773</u></u>

**CITY OF ROANOKE PENSION PLAN
BALANCE SHEET
DECEMBER 31, 2003**

	<u>FY 2004</u>	<u>FY 2003</u>
<u>Assets</u>		
Cash	\$ 1,092,865	\$ 878,346
Investments, at Fair Value	306,508,823	266,541,399
Due from Other Funds	1,431	1,590
Other Assets	<u>6,150</u>	<u>5,785</u>
Total Assets	<u>\$ 307,609,269</u>	<u>\$ 267,427,120</u>
 <u>Liabilities and Fund Balance</u>		
Liabilities:		
Due to Other Funds	\$ 1,750,802	\$ 1,632,400
Accounts Payable	<u>1</u>	<u>7,947</u>
Total Liabilities	<u>1,750,803</u>	<u>1,640,347</u>
Fund Balance:		
Fund Balance, July 1	283,983,057	289,534,315
Net Gain (Loss) - Year to Date	<u>21,875,409</u>	<u>(23,747,542)</u>
Total Fund Balance	<u>305,858,466</u>	<u>265,786,773</u>
Total Liabilities and Fund Balance	<u>\$ 307,609,269</u>	<u>\$ 267,427,120</u>